Phoenix Program
Process Definition – Accounts Payable

Revised 3-25-99 replaces 3-15-99 version.

Process	*Inactivate a Vendor*
Process Number	*AP-004*

Description of Process

This process allows Financial System Solutions Security/Tables Group to inactivate a vendor in the Statewide Vendor file.

Input to Process

Inactivation of Vendor Form

Output of Process

Inactivate Vendor or Activate Vendor

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Use	Administer Procurement – Maintain Vendors – Use – **Vendor Information**

Business Process Description
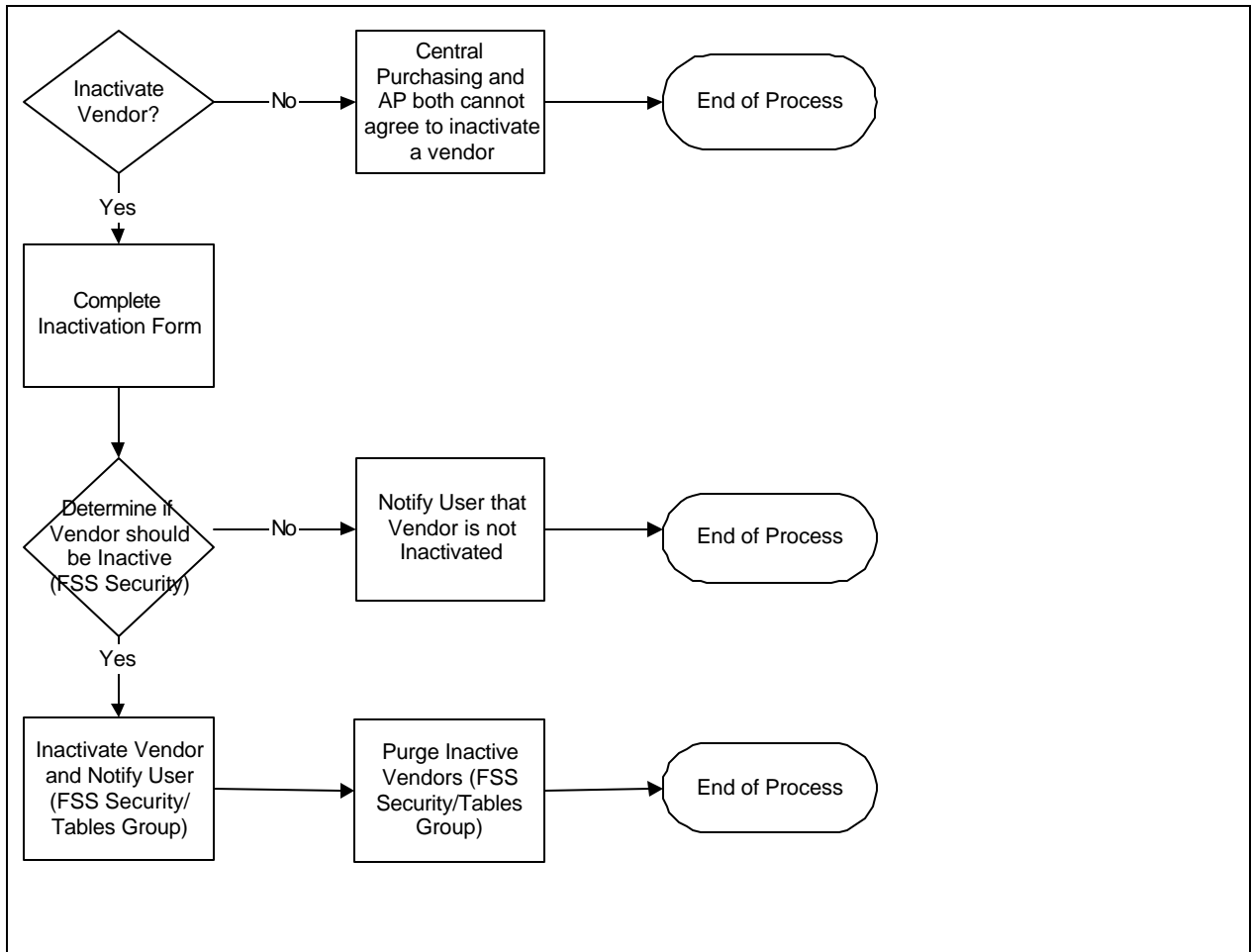
Process Description	Responsibility (Agency/Centralized)
<u>Step 1</u>: **Inactivate Vendor** After thorough investigation, Central Purchasing Office and Accounts Payable users jointly agree to inactivate a vendor. Users will complete the Inactivation of Vendor Request Form and fax it to the Financial System Solutions Security/Tables Group. A voucher can not be paid to an inactive vendor.	Agency
<u>Step 2</u>: **Verify Vendor Inactivation Request** Inactivate appropriate vendors by changing status to inactive. Financial System Solutions Security/Tables Group will notify user if that vendor was inactivated or not inactivated. Vendors will not be inactivated if another agency wishes to continue using that particular vendor.	Financial System Solutions Security/Tables Group
<u>Step 3</u>: **Vendor Purge program is run yearly** Vendor purge program will remove all vendors with an "inactive" status from the vendor file.	Financial System Solutions Security/Tables Group

Forms Used with Process (1)

Inactivation of Vendor Request Form

Process Flow Diagram (if appropriate):

APPROVAL FORM

SIGNER	ROLE	APV	NOT APV	DATE
Kay Reid	DOAS Project Lead			03-05-99
Charmane Miller	THG Project Lead			03-05-99
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